

Intake Meeting

Based upon Owner (Developer/Borrower) receiving notification of Minnesota Housing Finance Agency (Minnesota Housing) acceptance for processing, the Minnesota Housing, Housing Development Officer (HDO) schedules the Intake Meeting shortly after the development has been selected for processing. Members of the development team, including the Architect, are normally required to be present. This meeting corresponds with the Schematic Design review phase.

At least 4-days in advance of this meeting the Owner shall submit to the Minnesota Housing HDO the following items, if available: site survey, subsurface exploration report, environmental assessments, and energy audit (if applicable).

Purpose: The purpose of the Intake Meeting is to allow the development team to present its specific proposal to the Minnesota Housing, exchange ideas, identify shared goals, and allow Minnesota Housing Staff to explain requirements and policies pertaining to the particular development. Topics of discussion will include: the Minnesota Housing underwriting process, characteristics of the site, site control, zoning issues, alternative design concepts, improvement costs, maintenance and operating expenses, market concerns, unit mix, affirmative action, equal employment requirements, characteristics of the loan, characteristics and capacity of the development team, Minnesota Housing design review process, procurement of construction, any unique aspects, and next steps.

Architect's Role:

The Architect's role at this time generally consists of the following:

1. If rehabilitation, providing current work scope with enough detail to communicate scale and scope of improvements.
2. If new construction, providing up to date Schematic Design including the following: (Note: Submission of proposed work scope and/or plans at least 4-days in advance of any scheduled meeting is desired.)
 - Schematic site plan showing:
 - a. Property lines, dimensions, and contours;
 - b. Existing trees and buildings on the site;
 - c. General location of proposed building(s);
 - d. Vehicular access, circulation, and parking;
 - e. Available utilities;
 - f. Unusual site characteristics;
 - g. Site amenity development;

- h. Proposed site drainage; and
 - i. Structures, roads, etc., on property and within 50-feet of property;
 - Schematic building plans showing all residential and non residential space at a minimum scale of 1/8";
 - Dwelling unit plans at scale of 1/4" showing inside dimensions of all rooms and furniture layout; and
 - Sketch elevations or perspective showing massing and materials proposed.
3. Providing updated estimate of improvement costs. (Maintaining costs shall be a design objective.)
4. Having reviewed "Minnesota Housing Architect's Guide", "Minnesota Housing Contractor's Guide", and "Minnesota Housing Multifamily Housing Design Standards" and being prepared to discuss things regarding:
- Architecture services;
 - Architect's role in the development process;
 - Architecture compensation;
 - Professional liability insurance;
 - Owner-Architect agreement;
 - Schematic Design review and associated Minnesota Housing design standards;
 - Minnesota Housing mandated modifications vs. recommendations, suggestions, and questions needing clarification;
 - Development budget and preliminary cost estimate for proposed improvements;
 - Specific site and/or zoning issues having an impact on design, construction and/or improvement costs;
 - Developer's anticipated schedule;
 - Any additional analysis/assessment resulting from Phase I or Phase II Environmental Assessment, geotechnical exploration, and energy audit, if applicable;
 - Construction Loan vs. End Loan;
 - "Minnesota Housing Assignment of Architect's Contract" (required if construction loan); and
 - Approach to procuring construction, which shall include: Contractor qualifications, Contractor compensation, construction bidding and negotiation, Contractor surety, Contractor insurance, Owner-Contractor agreement, contract compliance and Equal

Employment Opportunity (EEO) requirements, Davis-Bacon wage rates (if applicable), Contractor's cost certification (if HUD Risk Share or Identity of Interest), "Minnesota Housing Assignment of Construction Contract" and "Minnesota Housing Supplement to General Conditions of Agreement Between Owner and Contractor" (both typically required if construction loan).

During the Schematic Design review phase, revisions and modifications may be necessary to arrive at the Schematic Design that meets the requirements and shared goals of the Minnesota Housing and the development team. Additional working sessions involving the development team and Minnesota Housing Staff may be required.